

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Institution Name]
[Company/Institution Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to inform you that I have accepted your offer for the [specific position/role or program] at [Company/Institution Name], effective [start date]. I am excited about the opportunity to contribute to your team and look forward to [briefly mention what you are looking forward to, e.g., collaborating, learning, etc.].

Thank you for this opportunity. Please let me know if you require any further information or documentation from my side.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]